

ADMINISTRATIVE CONFERENCE

October 23, 1946

Present:

Col. [ ]  
Major [ ]  
Capt. [ ]

Mr. Lay

Mrs. [ ]  
Mrs. [ ]  
Mrs. [ ]  
Mrs. [ ]  
Miss [ ]

Subject: Internal Distribution of Papers.

1. Mail addressed to General Vandenberg or Col. [ ] personally, to be sent directly to Col. [ ] through the Executive Office Registry.
2. Mail addressed by name or office to Executive to Director, Executive Director, Assistant Executive Director, Secretary NIA, or Advisory Council, to be processed directly through Col. [ ] or through Mr. Lay (clearing first through Executive Office Registry.)
3. Papers from JCS groups or committees, SWNCC, USCIB, or USCIC will normally come directly by courier and go to Mrs. [ ] or Col. [ ] If they fall into routing channels, they should go to Mrs. [ ] (Exec. Office Registry) and then to Mrs. [ ]. Mr. [ ] gets the SWNCC papers after Mrs. [ ] has processed them.
4. No internal papers should go to Col. [ ] that have not been fully coordinated by interested offices.
5. Incoming papers which are obviously "information" or "intelligence" items should go to the Office of Collection -- to be routed directly to them by Central Records.
6. Items incorrectly routed must be returned with suggested routing to Central Records for further handling. Suggest offices re-read CIG Admin. Order No. 16.
7. If more than one copy of an item is received, indication should be placed on routing slip where the extra copies have been routed.
8. A code system to identify originating offices of letters, memos, etc., is under study.
9. Papers submitted for General's signature should clear through Col. [ ] or Mr. Lay (first through Executive Office Registry). Efforts to be made to guard against hand-carrying of items without first clearing through Executive Office Registry.

**TOP SECRET**

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25X1

0900

[ ] re code for office papers.

0915

Called Col. Galloway to come over to discuss items.

25X1

25X1

0930

Col. [ ] re possible contact with [ ]  
ACTION: Col. [ ] would turn over to Special Operations.

25X1

25X1

1000

Mr. [ ] - Auditing

25X1 25X1

1015

Col. Galloway - Rumania  
Turned over information received by Col. [ ] re possible contact with [ ]  
ACTION: Special Operations will arrange to secure names of [ ] officers.  
Discussed personnel in [ ]  
Discussed letter from MA, [ ] re retention of agent at [ ]  
Discussed activities of USFET with reference to Col. [ ]  
discussion with Gen. Chamberlin of 10/18 (See Memo of Record-- [ ])

25X1

25X1

25X1

25X1

1100

Mr. Edgar - re [ ] - Agreed that the directive should be published strictly along the "coordination phase".  
Discussed suitable name for commercial contact office.  
Discussed redesignation of OR&E to Office of Intelligence, as suggested by General Vandenberg.

25X1

25X1

1115

Col. [ ] - discussed briefly new organization charts; name of OR&E. (Col. [ ] reported on passport for [ ], Fort Benning, Ga. Col. [ ] called Mrs. [ ] to advise of passport number, etc.)

25X1

25X1

25X1

1230

Army-Navy Club - lunched with Col. Galloway, Gen. [ ]

25X1

25X1

1330

Mr. [ ] - discussed Administrative Order "Personnel Review Committee"-- membership of committee.

1400

Talked with Col. Galloway.

25X1

1410

Mr. Flynn of National Defense Committee of Senate, inquired date General Vandenberg appointed Director of Central Intelligence.

25X1

1415

Conference re internal distribution of papers; clearance through Executive Office Registry. In attendance: Maj. [ ] Capt. [ ]  
[ ] Mr. Lay, [ ]  
Col. [ ] (Notes attached hereto.)

25X1

25X1

25X1

25X1

1445

Col. [ ] Mr. [ ] - re personnel.

25X1

25X1

1500

Mr. [ ] - Discussed Daily Summary and other publications; organization; flow of information from diplomatic posts; immediate personnel needs of OR&E.

1630

Gen. Sibert - applicant [ ] "not desired in Operations".

25X1

**TOP SECRET**

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1645	General Vandenberg re conference with [REDACTED]	25X1
1650	General McClure, 2d Army Hdq, Baltimore, called re possible release to him of Lt. Col. [REDACTED]	25X1

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